



|                  |                      |
|------------------|----------------------|
| Department:      | Community Services   |
| Bargaining Unit: | Executive Management |
| Salary Range:    | X72                  |
| Last Revision:   | February 2006        |
| FLSA Status      | EXEMPT               |

---

## COMMUNITY SERVICES DIRECTOR

### **DEFINITION:**

Under general direction of the City Manager, plan organize, administer and direct the activities of a comprehensive Community Services Department, which includes Recreation, Utilities, Parks, Fleet and Streets Divisions; to provide highly responsible professional and technical staff assistance to, and as assigned by, the City Manager.

### **SUPERVISION EXERCISED:**

Receives administrative direction from the City Manager.

Exercises direct supervision over Department professional, technical and clerical staff.

**EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:** Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives of the department and City; recommend and administer policies and procedures.

Resolve work problems and interpret administrative policies to subordinates, other departments and the public.

Prepare a variety of reports, correspondence and special studies.

Attend and participate in meetings and conferences with City boards and commissions, the City Council, Department administrators, public officials, professional organizations; county, regional, and State agencies regarding matters relating to areas of assigned responsibilities.

Prepare and administer the Community Services Department operating budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Promote and maintain safety in the workplace.

**EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES (continued):**

Prepare comprehensive written reports for department action or other City boards commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.

Study the needs of the community in relation to City and School district facilities and program.

May act as City Manager in his/her absence based upon the lines of succession.

Perform other duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Legal and administrative rules and regulations which apply to operation of department.

Trends and current developments in city government.

Principles of policy development and implementation.

Pertinent local, state and federal laws and regulations.

Principles and techniques of budget development and administration.

Principles and practices of organization, administration and personnel management.

Demographic composition of the City.

Application and utilization of computer systems utilized by the organization

**Ability to:**

Analyze complex problems, evaluate alternatives and make creative recommendations to City Manager, Council and staff.

Conduct and participate in related training programs.

Assist the City Manager in conducting research on administrative problems and practices

Analyze the effectiveness of, and make recommendations for changes in, procedures, and implement discipline when required.

Meet the public to discuss problems and complaints tactfully and effectively.

Develop and administer annual departmental budget.

**Ability to:**

Set division and project level goals and objectives; plan, assign and supervise the work of technical and professional staff.

Supervise, train and evaluate staff.

Establish and maintain effective working relationships with elected officials supervisors, co-workers, other departments, outside agencies, business and community groups, contractors and the public.

Express ideas effectively in comprehensive written and oral presentations.

Prioritize workload of self and others and exercise sound judgment within established procedural guidelines.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A way to obtain the knowledge and abilities would be:

**Experience:**

Minimum of five (5) years of responsible experience in a related public sector position which has included at least three (3) years of administrative and supervisory responsibility is required.

Prior experience managing a multi-faceted recreation program in a high-level management or director position is desired.

Knowledge of or experience in field operations (water, sewer, streets and parks maintenance) is desired.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Engineering, Recreation, Parks Management, Physical Education, or a closely related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Effective Date: February 21, 2006**

Adopted February 21, 2006  
Resolution 2006- \_\_\_\_\_